Procedures for the implementation of the Teaching and Learning Policy of the NWU in the Faculty of Education Sciences

1 Introduction

The teaching and learning procedures of the Faculty of Education Sciences are based on the Teaching and Learning Policy of the NWU. This policy in turn is based on the following premise:

\[ \text{In agreement with the National Education Policy for Outcomes-based Education and the level descriptors of the National Qualifications Framework, the teaching and learning approach of the NWU is one of guided, independent, outcomes-based study within a blended teaching and learning environment. The lecturer guides learners to attain the outcomes unique to a programme and its composite modules through active learning activities suitable to the level of autonomy expected of learners on a specific level of study.} \]

The guidelines and procedures are formulated with consideration of the General Academic Rules (2009) of the NWU, EMC and Senate decisions.

2 Scope of application

The procedures are applicable to all the Faculty’s teaching and learning programmes and where necessary, specific procedures are set out according to the different modes of delivery. The procedures should be read in conjunction with the Teaching and Learning Policy, as well as the Assessment and Moderation Policy. The procedures support the most important principles contained in the above-mentioned policies.

3 Guidelines and procedures

3.1 Student admission

Admission to any programme in the Faculty is granted in accordance with the Admission Policy of the University, the General Academic Rules and the specific rules of the Faculty as set out in the relevant yearbook. Where applicable, exemption cases are dealt with in accordance with the Policy for the Recognition of Prior Learning (RPL). The final responsibility rests with the school director concerned (programme owner), who is assisted by the relevant programme leader in the application of the Policy.

3.2 Code of conduct

The NWU regulates the conduct of both staff and students.
Staff’s conduct is also regulated by the Faculty of Education Sciences’ code of conduct for staff. Where applicable, the conduct of students in the Faculty is also regulated by the Educational Practice code of conduct, as well as the SBT code of conduct.

Breach of the codes of conduct must be dealt with by the relevant school director(s) and the Dean in accordance with the relevant code/s of conduct, according to NWU procedures.

3.3 Class attendance (Refer to A-rules)

**Off-campus**

- Attendance of scheduled contact sessions and holiday schools is recommended but is not compulsory. The school director concerned (programme owner) is the person responsible.

**SBT**

- Attendance of scheduled contact sessions is compulsory. This includes the orientation weeks and all practical sessions during the semester or holidays. The school director concerned (programme owner) is the person responsible.

**Full-time contact**

- Attendance of all scheduled contact sessions is compulsory in order to obtain a participation mark (A-rules 1.45, 1.51; NWU Policy 6.3).

- Examination admission may be refused if students fail to demonstrate adequate proof of participation during the semester (as indicated in the relevant module study guide). The study guide must provide comprehensive explanation of the form and extent of proof of participation (refer NWU Study Guide Policy).

- Lecturers may not grant students exemption from class. In exceptional cases (for example, illness), class exemption may only be **considered for short periods** and granted in consultation with the relevant subject chairperson in consultation with the school director.

- In the event of class, test and examination timetable clashes, students may not register for a module. No special timetable adjustment will be made. This also applies to modules being repeated. Modules that must be taken in a stipulated year according to the curriculum structure, **in all cases enjoy priority above modules being repeated**.

- No timetable reshuffle may be made without the permission of the relevant school director and the Timetable Committee. Problems with timetables must be forwarded to the school director and Timetable Committee in writing.

- The school director concerned (programme owner) is the person responsible.

**Postgraduate students**

- Attendance of scheduled contact sessions and holiday schools is recommended but is not compulsory. The school director concerned (programme owner) is the person responsible.

3.4 Module exemption (A-rule 5.3.4)

Module exemption is considered by the Dean of the Faculty in consultation with the school director based on the student’s written motivation. The RPL policy must be followed (A-rule 5.1.2.6).
3.5 Study guides

- Each module of a teaching-learning programme must have a study guide that adheres to the principles and criteria stipulated by the NWU Study Guide Policy.

- Each study guide must be subjected to checks by the delegated study guide coordinator(s) before it can be implemented.

- As a rule, study guides are valid for the duration of the standard review cycle set by the NWU (at present three years).

- Programme owners, assisted by the relevant programme leaders, ensure that study guides take into account particular requirements laid down regarding different modes of delivery.

**Off-campus**

Line of responsibility: school director (programme owner), academic head, programme leaders and study guide coordinators.

Specific procedures and requirements applicable to the off-campus context are determined and made known by those responsible, and are implemented thereafter.

**Full-time contact and SBT (undergraduate)**

Line of responsibility: school director (programme owner), subject chairpersons and module lecturers, study guide coordinators.

Specific procedures and requirements applicable are determined and made known by the managers responsible in consultation with the implementers, and are implemented thereafter.

**Full-time and part-time (postgraduate)**

Line of responsibility: school director (programme owner), programme leader, module lecturers and study guide coordinators.

Specific procedures and requirements applicable are determined and made known by the managers responsible in consultation with the implementers, and are implemented thereafter.

3.6 Study material

- Approved, prescribed study material and additional support material for each module must be readily available to all students concerned.

- Where applicable, copyright clearance and reporting must be done in accordance with legal and NWU requirements.

- Study material must comply with quality requirements, which include relevancy, NQF level and technical quality. Study material is selected from the perspective of ‘best instrument for obtaining outcome’ rather than from an encyclopaedic perspective.

**Off-campus**

Line of responsibility: school director, programme leaders and module lecturers.

Specific procedures and requirements applicable are determined and made known by the managers responsible in consultation with the implementers, and are implemented thereafter.

**Full-time contact and SBT**
Line of responsibility: school director, programme leaders, subject chairpersons, module lecturers, division head.

Specific procedures and requirements applicable are determined and made known by the managers responsible in consultation with the implementers, and are implemented thereafter.

Postgraduate

Line of responsibility: school director, subject chairpersons, module lecturers and postgraduate division coordinators.

Specific procedures and requirements applicable are determined and made known by the managers responsible in consultation with the implementers, and are implemented thereafter.

3.7 Teaching methods

The teaching methods applied must comply with the outcomes-based teaching and learning approach espoused by the NWU.

A learner-centred teaching-learning approach is pursued, aimed at fostering self-regulated, reflective, self-directed and creative problem-solving conduct amongst students.

3.8 Practical teaching

Full-time undergraduate (contact)

- As part of their professional training, contact students in the BEd. and PGCE programmes are required to undergo school-based training for a fixed number of days per academic year, as stipulated by the Practical Teaching Policy.
- Line of responsibility: school director, PT committee and undergraduate lecturers.
- Specific procedures and requirements applicable are determined and made known by the managers responsible in consultation with the implementers, and are implemented thereafter.

SBT

- A specific mode of school-based professional training in which BEd. and PGCE students can participate only upon application.
- Line of responsibility: school director, subject chairpersons and module lecturers, division head and staff.
- Specific procedures and requirements applicable are determined and made known by the managers responsible in consultation with the implementers, and are implemented thereafter.

Off-campus

- Practical teaching is not applicable to off-campus students, as these students are practising teachers.

3.9 Assessment (Refer to the Faculty’s Assessment Procedure document)
3.10 Student requests and problems

- Student requests and problems are reported to the subject chairpersons, programme leaders and the Student Advisory Council, dependant on the nature of the problem.

- If the request or problem cannot be dealt with at this level, it must be referred to the school director for further management.

- Students retain the right of appeal.

- Specific procedures and requirements applicable are determined and made known by the managers responsible in consultation with the implementers and student representatives, and are implemented thereafter.

3.11 Lecturer evaluation

- Lecturer evaluation is for purposes of staff management and programme development by the directors, programme leaders and subject chairpersons.

- On-campus and full-time off-campus lecturers in the NW Province are compelled to have themselves evaluated by the students whom they teach.

- A recommendation of at least two modules from different year groups per semester (in the case of smaller class groups) and at least one module per semester (in the case of large class groups) applies. Lecturers are referred to the specific requirements of the ITEA programme should they enrol for it.

- Such evaluation must be undertaken at least once per semester in accordance with the NWU Student Feedback Policy, using the evaluation questionnaire approved by the Vice-Principal, in consultation with campus managements, as well as the institutional and campus Academic Development and Support offices.

- The evaluation of SBT modules and the lecturer’s support role is based on a questionnaire compiled by the SBT administration.

- The school director manages the outcomes (and improvement plans if necessary) of the evaluations in his/her school as part of the performance management system.

- All lecturers are encouraged to report voluntarily for participation in the Institutional Teaching Excellence Award (ITEA). The applicable NWU policy regulates the process and the Teaching Committee coordinates the implementation thereof in the Faculty. Participation in the ITEA process is not limited to on-campus lecturers.

- Line of responsibility: school directors (and academic head in off-campus context), subject chairpersons and lecturers, Teaching Committee, Academic Support Services.

3.12 Programme and module evaluation

- Teaching, programme and module evaluation are based on aspects that include academic quality, facilitation (teaching and learning), module content, facilitators and implementation. Evaluation takes place annually according to the applicable policy of the NWU and the Faculty (for example in all final year modules, on a random sample basis in non-final year modules).
- Additional module evaluations can be requested by management in order to carry out quality procedures.

- Programmes must be subjected to an internal programme evaluation (IPE) every 3 to 4 years.

- Programmes can be subjected to an external programme evaluation (EPE) on the recommendation of the Dean or school director.